



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-17	Subject: CELLULAR TELEPHONE USAGE
Chapter 20: PERSONNEL	Page 1 of 2
Signature: /s/ Ron Alsbury	Revision Date:
	Effective Date: 6/12/06

I. BUREAU DIRECTIVE:

Probation and Parole Bureau will follow established guidelines to obtain cellular telephone service for authorized personnel to utilize as an additional or alternate means of communication.

II. AUTHORITY:

2-15-112, MCA
DOC 1.3.51

Duties and Power of Department Heads
Cellular Telephone Usage

III. DEFINITIONS:

Cellular Manager – The individual within the Fiscal Bureau assigned to manage the issuance of cellular telephones and the efficient use of minutes and cellular plans.

IV. PROCEDURES:

A. Acquisition Requirements

1. Employees requesting a cellular telephone must complete the *P&P 20-17 (A) Cellular Telephone Request and Authorization* form and submit it to the Regional Administrator for approval.
2. Cellular telephones will not be issued without prior approval through submission of *P&P 20-17 (A) Cellular Telephone Request and Authorization*.
3. The Regional Administrator will review the request and if approved, will forward the approved *P&P 20-17 (A) Cellular Telephone Request and Authorization* form to the cellular manager for appropriate processing.

B. Use Requirements

1. Cellular telephones are provided in order to conduct state business.
2. Employees will use cellular telephones only when other more conventional and cost effective means of communication are not available. Employees will keep conversations to a minimum and use a landline telephone when at all possible.
3. In addition to state business, cellular telephones may be used to contact children, teachers, doctors, daycare centers, babysitters, and family members to inform them of unexpected schedule changes and other essential personal business. The use of cellular telephones for essential personal business must be kept to a minimum and must not interfere with the conduct of state business.
4. The facility administrator or appropriate supervisor must pre-approve the use of a cellular telephone outside of the State of Montana, unless it is used in emergency circumstances.
5. Employees must notify the cellular manager and appropriate management, in writing, in the event of loss, theft, transfer, or reassignment of cellular telephones. Cellular telephones that

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are lost or damaged through employee negligence may be replaced at the expense of the employee.

6. Use of cellular telephones inside the Department's secure facilities is restricted.
7. Failure to comply with the provisions outlined in this policy may result in corrective or disciplinary action up to, and including, termination.

V. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator.

Forms

P&P 20-17 (A) Cellular Telephone Request and Authorization